

(Agency Letterhead)

(Date)

Director
LDSS
Street Address,
City, State, Zip

Subject: Non-Conviction Letter

Dear

In accordance with §63.2-1721 of the *Code of Virginia (Code)*, a criminal background check was conducted on _____ who is a foster and/or adoptive parent with our agency. The request for a background check was submitted on _____ (date) and results were received on _____ (date). This letter is verification that the foster and/or adoptive parent has not been convicted of any offenses cited in §63.2-1719 of the *Code*, including those specified for child welfare agencies and foster and adoptive homes approved by child-placing agencies.

This letter also serves as verification that a search of the Child Abuse and Neglect Central Registry as required in §63.2-901.1 of the *Code* was conducted on the above named foster and/or adoptive parent and no founded complaints were identified. The Child Abuse and Neglect Central Registry search was submitted on _____ (date) and received on _____ (date).

Agency Representative

Signature Date